

FIRE MARSHAL

GRADE: 23

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Fire Marshal performs difficult professional and intermediate administrative work to review and approve plans for all construction projects for conformance with fire protection laws, codes and standards adopted as part of the Rockville City Code. The position requires the use of considerable tact and discretion when working with developers, architects, engineers and property owners. The incumbent will also be responsible for recommending the adoption of new codes and making amendments, enforcing and interpreting existing codes. The physical demands of the position are light and there can be a high amount of stress involved. The daily work has meaningful impact and is completed under the general managerial direction of the Chief of Inspection Services.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Reviews and approves plans for all construction projects ensuring conformance with fire protection laws, codes and standards adopted as part of the City code.
- Trains field inspectors, makes inspections when necessary and performs review for fire protection permits including maintenance of files and assisting the general public.

- Reviews and approves plans for and inspects and performs tests for automatic sprinkler systems and hydraulic calculations; fire alarm and detection systems; and halon or other halogenated agents, carbon dioxide (Co2), or clean agent fire protection systems.
- Inspects and ensures hazardous chemicals are stored properly.
- Reviews plans and issues permits for various safety and fire prevention systems including but not limited to hazardous exhaust systems, standpipe systems, and smoke control systems.
- Attends local or regional seminars, conferences and training sessions and reports back pertinent information to others in the inspection services division.
- Confers with building owners, tenants, architects, engineers, and the general public in matters concerning the building and fire codes.
- Maintains files such as policies and procedures and memoranda from the State Fire Marshals office and fire code violations cited during inspections.
- Makes recommendation on the adoption of new codes and their amendment, and the enforcement and interpretation of existing codes.
- Represents the City when dealing with fire protection issues.
- Directs the work of other Inspection Service Division employees when related to fire protection.
- May assist in or conduct fire investigations.
- Performs related duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with a Bachelor's degree in fire sciences, fire engineering or related field and five years experience as a Fire Marshal or Fire Protection Plans Reviewer Inspector. A certified Fire Protection Engineer is preferred.

Preferred Knowledge> Skills and Abilities:

- Knowledge of the modern principles and techniques of fire prevention and fire safety.
- Knowledge of the fire prevention code, policies and practices.
- Knowledge of flammable liquids and gases and hazardous chemicals, their proper use and storage requirements.
- Ability to maintain records and prepare detailed technical reports.
- Ability to establish and maintain effective working relationships with coworkers and the general public.
- Ability to inspect fire hazards and determine methods of eliminating hazardous conditions.
- Skill in good oral and written communication.